

# Instructions for Finding Your Unique ID

For help obtaining your Unique ID, the following options are available:

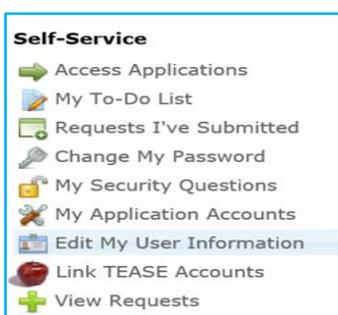
- Contact your campus registrar
- Contact your district/charter PEIMS coordinator
- Contact your ESC and ask to speak to the TSDS Unique ID Champion
- Log into your Texas Education Agency Login (TEAL) user account

To find your Unique ID using your TEAL account:

1. Log in to TEAL at <https://pryor.tea.state.tx.us/> with your TEAL user name and password.

A screenshot of the TEA Login (TEAL) page. At the top center is the TEA logo. Below it, the text "TEA Login (TEAL)" is displayed. A notice states: "NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. You could lose data." Below the notice, there is a link: "Don't have an account? Request New User Account". The login form includes a "Username:" field with the text "edward.texan" and a "Password:" field with masked characters "\*\*\*\*\*" and a "Show Password" link. A blue "Login" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot your password?" and "Forgot your username?".

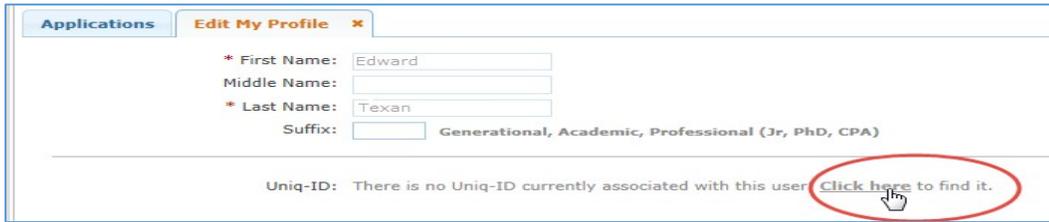
2. Click **Edit My User Information** in the Self-Service menu on the left.



3. Look for the Uniq-ID label and ten-digit number under your name information.

A screenshot of the "Edit My Profile" page. The page has a tabbed interface with "Applications" and "Edit My Profile" (which is active). The profile information is displayed in a form with the following fields: "\* First Name:" with the value "Edward", "Middle Name:" (empty), "\* Last Name:" with the value "Texan", and "Suffix:" with a dropdown menu showing "Generational,". Below the name fields, the "Uniq-ID:" is displayed as "5554443332".

4. If there is no Uniq-ID, click on the **Click Here** link.

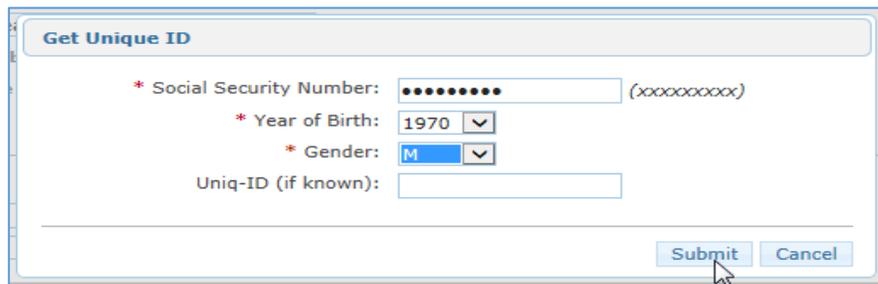


The screenshot shows a web form titled "Edit My Profile" with a tab labeled "Applications". The form contains the following fields:

- \* First Name: Edward
- Middle Name: (empty)
- \* Last Name: Texan
- Suffix: (empty) with a dropdown menu showing "Generational, Academic, Professional (Jr, PhD, CPA)"

Below these fields, a message states: "Uniq-ID: There is no Uniq-ID currently associated with this user [Click here to find it.](#)". The link is circled in red, and a mouse cursor is pointing at it.

5. Then fill in the SSN and other information required to match your profile to your Uniq-ID.



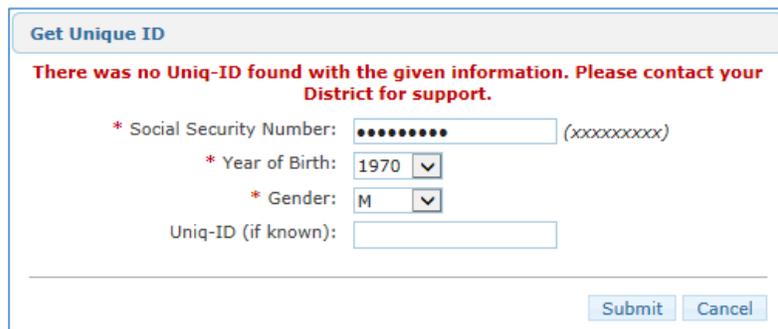
The screenshot shows a form titled "Get Unique ID" with the following fields:

- \* Social Security Number: (masked with dots) (xxxxxxxx)
- \* Year of Birth: 1970 (dropdown)
- \* Gender: M (dropdown)
- Uniq-ID (if known): (empty)

At the bottom right, there are "Submit" and "Cancel" buttons. A mouse cursor is pointing at the "Submit" button.

The system will match you with your Unique ID and display it on your TEAL profile.

Please note that your district, charter school, or employing organization also has your Unique ID. If you receive an error message like the one below, you will need to contact your organization for the number:



The screenshot shows the "Get Unique ID" form with an error message in red text: "There was no Uniq-ID found with the given information. Please contact your District for support." The form fields are the same as in the previous screenshot:

- \* Social Security Number: (masked with dots) (xxxxxxxx)
- \* Year of Birth: 1970 (dropdown)
- \* Gender: M (dropdown)
- Uniq-ID (if known): (empty)

At the bottom right, there are "Submit" and "Cancel" buttons.

If you need assistance with any of the steps to set up a TEAL user account to locate the Unique ID, please contact the TEA Help Desk at <https://txeduagency.zendesk.com>.